

USER SECURITY

Functional Design Specification

**FINAL
DRAFT
APRIL 26, 2000**

APPROVALS

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Date

AMENDMENTS

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I. Project Definition

The purpose of this project is to create a method for assigning users to a security group and to link the users to a specific affiliation. A user may be affiliated with a county, Regional Office or have statewide access.

This phase of the project converts the existing screens that are using “roll and scroll” and “screen man” methodology into full screen functionality by using Cybertools.

This phase also lays the groundwork for restricting a user’s access to patient data when using Patient Identification.

Comment [K1]: This document replaces the following options from roll & scroll & screen man: add a new user, grant access by profile, edit an existing user, deactivate & reactivate a user, list users, user inquiry.

A. Project Business Rules

1. Only the IT System Administrator is able to access the User Identification and Add/Edit User Security screens and the new tables created to support them.
2. The System Administrator is responsible for linking every user with a security group.
3. Each user is assigned to one security group which defines the user’s access to the system via the menu options refer to Attachment B.
4. Users assigned to security groups Regional office, Independent County and Dependent County are also affiliated with a specific regional office or county to further restrict their access to patient information.
5. There are currently eight security groups; they are listed in descending order of patient access:
 - Programmer (PR)
 - System Administrator (SA)
 - Regional Office (RO)
 - Independent County (IC)
 - Dependent County (DC)
 - Statewide (SW)
 - View Only (VO)
 - Provider Enrollment (PE)
6. Additional security groups can be added as necessary.

Comment [K2]: 3/1—changed from System Manager; the counties/RO have SM; Terry was confused regarding who had access to these screens. SA will point to the IT staff only.

Comment [K3]: 2/11—per Traci, this will be a training issue; she didn’t want a matrix to define what the “lesser” security groups were.

Comment [K4]: 2/23—added per LaVorra & Traci; security group will be VO + ability to run management reports

II. Screen Definitions

A. First Screen—User Identification/CMSUI-10

1. Screen Purpose

- a) This screen provides the System Administrator with the ability to lookup a user by using a combination of fields.
- b) The ability to lookup users in the system reduces the potential for duplicate entry of users with the same or different security groups.
- c) This screen provides access to the User Add/Edit Screen (CMSUE-10).

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2. Screen Business Rules

a) The System Administrator is able to submit a lookup by entering one or more of the following:

- Name—either a complete or partial name
- County
- Regional Office
- Security Group
- User status
- Unique ID—if the user exists in the system

Comment [K5]: 4/14—if Traci & LaVorra need to know the total universe of users they can run an adhoc report.

Comment [K6]: 2/16—per Tony, we can't query by county, regional office, status or security group. Original specs indicated that we would be able to do this. Per Tony, we can only query by the user's name. 2/17—today Tony said we could query by county/RO, security group.

3. Screen Layout

USER IDENTIFICATION SCREEN CMSUI-10

1	CMSNET	USER IDENTIFICATION	CMSUI-10
2			
3	ENTER ONE OR MORE OF THE FOLLOWING:		
4			
5	1) NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXX 2) USER STATUS: XXXXXXXX		
6			
7	3) COUNTY: XXXXXXXXXXXXXXXXXXXXXXXX		
8			
9	4) REGIONAL OFFICE: XXXXXXXXXXXXXXXXXXXXXXXX		
10			
11	5) SECURITY GROUP: XXXXXXXXXXXXXXXXXXXX		
12			
13	6) UNIQUE ID: XXXX		

Comment [K7]: 2/16—per Tony, he suggested that the county and Regional Office field be separated since pointing to 2 fields

4. Navigation

Utilize navigation as defined in the Standards document.

The cursor defaults to field: NAME.

Deleted: should

5. Action Menu

a) This screen has four action commands:

- “Search” notifies the system that the lookup criteria have been completed and that the search should begin.
- “Add New User” allows the System Administrator to add a new user.
 - Selecting this option takes the System Administrator to the add/edit screen (CMSUE-10).
- “Return to menu” returns the System Administrator to the User Management Menu without completing any activity.
- “Quit” returns the System Administrator to CMSUI-10.
 - The lookup criteria remain on the screen until it is cleared by the System Administrator.

Deleted: will have

Deleted: when the lookup doesn't return an existing user.

Comment [K8]: 3/6—menu defined; got info from Robin on menu options.

Deleted: clears the existing lookup (CMSUI-10) and allows

Deleted: to submit another lookup

b) The Action Menu is accessed:

- by pressing the Exit key after the lookup criteria have been entered or
- when leaving the last field on the screen

c) These commands appear in the standard Action Menu format.

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Deleted: commands are

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Comment [K9]: 3/1—per Gin, EXIT is the correct term for referencing the F2 function. Tony previously advised that cancel was the correct name; updated document. The Cancel function leaves the screen without saving changes.

Comment [K10]: 2/17—per Tony, this is the correct terminology. Function keys differ from PC to PC plus we have some dumb terminals. 3/1—per Gin, this is incorrect. The correct term is Exit; document corrected to reflect.

Deleted: cancel

Comment [K11]: 2/17—per Tony, this is adequate.

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6. Data Dictionary—User Identification

FIELD #	FIELD NAME	FIELD LENGTH /TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL INSTRUCTIONS
1	NAME	35 ALPHA	Optional	System Administrator input when initiating a new user; stored in New User table #200	USER NAME BEING ADDED OR MODIFIED <ul style="list-style-type: none"> format: last name, first name, middle initial can be a complete or partial name 	See Section 7/Special Instructions for completing lookup
2	USER STATUS	8 ALPHA	Optional	Set of codes	STATUS OF USER <ul style="list-style-type: none"> values are a set of defined codes valid values -- A/ctive -- I/nactive selection is made by entering part of the value or by using Help Key to display pick list. 	
3	COUNTY	20 ALPHA	Optional	County table #3998	COUNTY ASSIGNED TO USER <ul style="list-style-type: none"> selection is made by entering part of the value or by using Help Key to display pick list. Pick list from County table #3998 	Deleted: can be Deleted: mnemonic characters
4	REGIONAL OFFICE	23 ALPHA	Optional	Regional Office table #3997	REGIONAL OFFICE ASSIGNED TO USER <ul style="list-style-type: none"> selection is made by entering part of the value or by using Help Key to display pick list. Pick list from Regional Office table #3997 	Deleted: can be Deleted: mnemonic characters
5	SECURITY GROUP	20 ALPHA	Optional	Security table (NEW)	SECURITY GROUP ASSIGNED TO USER <ul style="list-style-type: none"> selection is made by entering part of the value or by using Help Key to display pick list. Pick list from Security table (NEW) 	See Attachment/A Tables #2 for values Deleted: can be Deleted: mnemonic Deleted: characters

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH /TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL INSTRUCTIONS
6	UNIQUE ID	4 AN	Optional	System generated	PERMANENT IDENTIFICATION NUMBER ASSIGNED TO USER <ul style="list-style-type: none">system generated id after new user record has been saveduser id doesn't changeuser id is used when passing information between systems; eg, from CMS to MEDS on error reportsa new user will not have a unique id	

Comment [K14]: 3/1—added field based on meeting with group; there may be a time when this number will need to be displayed; currently number is transparent to user.

7. Special Instructions

1. Submit Lookup:

- a) Input data into one or more fields to complete lookup
 - Allow input of partial or complete user name
 - Allow input of a partial or complete county, regional office, status
 - If partial input, display pick list that matches criteria
 - User must select a single choice from the pick list
 - The lookup will be based on the selection from the pick list
 - The complete Unique ID must be input before submitting the lookup by Unique ID
- b) To submit the lookup:
 - (Press the Exit key to access the Action Menu or
 - Tab through the last field on the screen)
 - Select Search to submit the lookup to the system
- c) If there is no match
 - Provide a message: user not found or selected
 - Press enter to leave message
 - Return to CMSUI-10 with the lookup criteria still displayed
 - User can modify criteria & resubmit the lookup if necessary
 - Press the Exit key to access the Action Menu options:
 - Search
 - New User
 - Return to Menu
 - Quit—place cursor on this field as the default
 - If selected, return to CMSUI-10; the lookup criteria will still be displayed
 - Place cursor on field: NAME

Comment [K15]: 2/23—this is the way the cursor works on CMSPI-10

2. If there are matches, refer to Section IIB7.

B. Select User Pick List

1. Screen Purpose

The purpose of this pick list is to display all users who match the input criteria from the CMSUI-10 screen.

If no user is displayed a new user record may be added.

2. Screen Business Rules

- a) Results from the lookup (CMSUI-10) are displayed on the Select User List.
- b) The lookup displays a listing of multiple responses from which the System Administrator selects.
- c) If the user is affiliated with a county the regional office field is not displayed.
 - If the user is a dependent county and has a secondary county listed, display the primary county only.
- d) If the user is affiliated with a regional office the county field is not displayed.
- e) If the user is identified as a statewide user neither the county nor Regional Office fields are displayed.
- f) Security groups for statewide users are:
 - Statewide
 - Provider Enrollment
 - View Only
 - System Administrators
- g) Lookup results are in user last name order.
- h) If the user has a name in the ALIAS field, an 'A' will be displayed in brackets. The Alias name may be selected.
- i) The System Administrator may select a user from the Pick List or leave the Pick List.
- j) If the System Administrator selects a user, the System Administrator enters screen CMSUE-10.
- k) Functionality is similar to Patient Identification for Patient Registration (CMSPI-10).

3. Screen Layout

SELECT USER PICK LIST

1234567890123456789012345678901234567890123456789012345678901234567890
1 SELECT USER LIST
2
3 1) NAMEXXXXXXXXXXXXXXXXXXXXXXXXXXXX 2) COUNTYXXXXXXXXXXXXXXXXXXXX 4) [A]
4 3) REGIONALOFFICEXXXXXXXXXXXX
5 5) SECURITYGROUPXXXXXXXX 6) STATUSXX 7) EFFDATEXX 8) IDXX

Comment [K16]: 2/23—added per LaVorra & Traci; it is unnecessary to query by date.

4 Navigation

The Select User List is a display only list. There is no navigation allowed on this screen.

5. Action Menu

There is no Action Menu associated with a Pick List.

USER SECURITY SPECIFICATION DOCUMENT

6. Data Dictionary—Select User Pick List

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL INSTRUCTIONS
1	NAME	35 ALPHA	Display	New User table #200	USER NAME BEING ADDED OR REVIEWED <ul style="list-style-type: none"> format: last name, first name, middle initial from field 1/CMSUE-10 	Comment [K17]: 2/29—field increased from 25 to 30 to match the length of the field “last updated by” in the dd for application status. 3/30—field length increased to 35 per Gin during walk through.
2	COUNTY	20 ALPHA	Display	User Add/Edit Screen (CMSUE-10) NEW	COUNTY ASSIGNED TO USER <ul style="list-style-type: none"> if security group=IC, DC, VO field is displayed if security=RO, SA, PE, SW field isn’t displayed display the county from field 8 on CMSUE-10 dictionary 	Comment [K18]: 2/23—per LaVorra & Traci, deleted security group=PE; this group isn’t associated with a county & shouldn’t have a county listed as the physical location
3	REGIONAL OFFICE	23 ALPHA	Display	User Add/Edit Screen (CMSUE-10) NEW	REGIONAL OFFICE ASSIGNED TO USER <ul style="list-style-type: none"> if security group=RO, field is displayed if security group=SA, IC, DC, VO, PE, SW field isn’t displayed from field 9/CMSUE-10 	Comment [K19]: 4/7—some users may have a secondary county; display the primary county in the pick list
4	ALIAS INDICATOR	1 ALPHA	Display	User Add/Edit Screen (CMSUE-10) NEW	INDICATES IF USER NAME HAS BEEN CHANGED <ul style="list-style-type: none"> display ‘A’ in brackets to indicate there is an alias name allow user to select the alias name from field 5/CMSUE-10 	
5	SECURITY GROUP	20 ALPHA	Display	User Add/Edit Screen (CMSUE-10) NEW	SECURITY GROUP ASSIGNED TO USER <ul style="list-style-type: none"> all existing users <u>are</u> assigned to a security group 	See Attachment A/Tables #2 for values
6	USER STATUS	8 ALPHA	Display	User Add/Edit Screen (CMSUE-10) NEW	STATUS OF USER <ul style="list-style-type: none"> from field 5/CMSUE-10 valid values --A/ctive --I/nactive 	
7	EFF <u>DATE</u>	<u>DATE</u>	<u>Display</u>	<u>User Add/Edit Screen (CMSUE-10) NEW</u>	<u>DATE THE USER WAS SET TO MOST RECENT ACTIVE STATUS</u> <ul style="list-style-type: none"> from field 6/CMSUE-10 will be original effective date unless user has been reactivated 	Comment [K20]: 2/23—per LaVorra & Traci, this date isn’t part of the query process; however, it should be displayed on the results. Comment [K21]: 4/5—changed this definition. LaVorra & Traci wanted to keep track of the original effective date & new reactivate dates. We don’t track the user’s inactive date here; this is displayed on the history field.

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL INSTRUCTIONS
					<ul style="list-style-type: none"> if user is reactivated date will be the most recent reactivate date 	
8	UNIQUE ID	4 AN	Display	System generated	PERMANENT IDENTIFICATION ASSIGNED TO USER <ul style="list-style-type: none"> system generated id after record has been saved from field 11/CMSUE-10 	

7. Special Instructions

- 1. If there are matches

a) Display the matches in the Select User format

- Sort by user last name, first name
- Follow the Standards for pick lists and display the options:
 - Quit
 - More
 - Previous

b) Select user if the name appears in the list

- Go to screen CMSUE-10

c) If the user doesn't appear in the list

- Press Quit to leave the list
- Return to CMSUI-10 which displays the previous lookup

Deleted: Input data in field: USER NAME, COUNTY, REGIONAL OFFICE, SECURITY GROUP or STATUS¶
<#>Allow input of partial or complete name ¶
<#>Allow lookup using one or more fields (listed above)¶
<#>If there are no matches¶
<#>Refer to 7A.¶

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Comment [K22]: 4/20—deleted reference to the Action Menu here; the Action Menu has nothing to do with the User Pick List; Action Menu is described in CMSUI-10 screen.

C. Second Screen CMS Add/Edit/CMSUE-10

1. Screen Purpose

a) This screen is used to:

- Grant new user security
- Maintain existing user security
- Deactivate a user
- Reactivate a user

b) The screen modifications are supported by two new tables; refer to Attachment A for table definitions.

c) New fields and name changes are identified in the Data Dictionary.

d) The following fields were deleted from the existing screens:

Page 1

- Initial
- SSN
- Mail code
- Primary menu options ↓
- Secondary menu options—will be filed in background
- File manager access code
- Preferred editor
- Select division
- Service section—will be filed in background

Page 2

- Timed Read
- Multiple Sign-on
- Auto Menu
- Ask device type at sign-on
- Type-ahead
- Prohibited times for sign-on (2)
- Allowed to use spooler
- PAC
- Can make a mail message
- Disuser
- File range
- Termination date—will be filed in background
- Always show secondaries

Page 3

- Phone
- Office phone
- Commercial phone
- Fax number
- Voice pager
- Digital pager

Comment [K23]: 3/1—reference to the existing screen "edit an existing user" was deleted; Gin indicated that because this spec is looking at the new process I don't need to explain where it came from. Also, deleted reference to the old option of Grant Access for the same reason.

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Comment [K24]: 2/29—global DD not updated; these fields don't appear on the dictionary since user security wasn't part of the cmsnet process. 3/1—per Gin, if I am listing the deleted fields I need to list all of the deleted fields. Added fields on page 2-3 of edit an existing record.

Comment [K25]: 2/23—per LaVorra & Traci; delete the SSN

Comment [K26]: 3/1—Tony determined that this field not required by the system; ok to delete.

Deleted: 2/16—Tony is researching

Comment [K27]: 2/16—per Tony, this field is required and is a carry over from the original system. He will find away around the requirement. OK to delete.

Deleted: 2/16—Tony is researching

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- language

2. Screen Business Rules

- a) A new user can be added using CMSUE-10.
- b) An existing user's security can be updated using CMSUE-10.
- c) If a user's name is changed, the previous name can be retained as an alias name.
- d) The System Administrator can input an alias name without changing the user's current name.
- e) A user is affiliated with a county, a regional office or can have statewide access.
- f) A user's affiliation to a county, regional office or as a statewide can change.
- g) A user may be assigned a primary and a secondary county to facilitate work sharing between dependent counties.
- h) A user's access to the system can be deactivated and reactivated as frequently as necessary.
- i) A user's access code can be changed as necessary.
- j) A user is assigned a unique identification number; this number doesn't change.
- k) User Status History displays the user's history in descending order—the most recent history will appear on the first line.
 - If there has been no change to the user's access there will be no entry in the User Status History display.
- l) ISU Staff is responsible for entering Error Messages.
- m) M/MGMT is responsible for managing Action Messages.

Comment [K28]: 4/7—added as a result of the user meeting on 4/6. There are small counties that share work.

Comment [K29]: 3/30—during walk thru the use of the verify code was discussed; Gin indicated that the verify code isn't part of the sign-on specs & could be deleted; Terry agreed; all reference to the verify code has been deleted from this document. Note: the verify code is the code used to allow expiring passwords.

Comment [K30]: 3/6—added per group meeting on 3/1; it was decided to display a user's security history. Waiting to hear from Traci/LaVorra regarding what they want to capture. 3/10—met with Traci & LaVorra; they don't want any of the history that I suggested; the only thing that LaVorra wants is to capture the deactivate & reactivate activity. Screen redesigned.

3. Screen Layout

ADD/EDIT USER/CMSUE-10

```
123456789012345678901234567890123456789012345678901234567890
1  CMSNET                      ADD/EDIT USER                      CMSUE-10
2
3 1) NAME:XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 4) USER STATUS:XXXXXXXXXX
4 2) ALIAS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 5) CURRENT ACTIVATION: 99/99/9999
5 3) TITLE:XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
6
7 6) SECURITY GROUP: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
8 7) COUNTY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 9) REGIONAL OFFICE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
9 8) SECONDARY COUNTY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
10
11 10) ACCESS CODE: XXXXXXXXXXXXXXXXXXXXXXX 11) UNIQUE ID: XXXX
12
13 12a) DEACTIVATE FLAG: X 12b) DEACTIVATE DATE: XX/XX/XXXX
13a) REACTIVATE FLAG: X 13b) REACTIVATE DATE: XX/XX/XXXX
14
15
16 14) USER STATUS HISTORY:
17 a) EFF DATE: b) ACTION c) BY: d) DATE: e) TIME:
18 99/99/9999 XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 99/99/9999 HH:MM
19 99/99/9999
20 99/99/9999
21 15) LAST UPDATE: 99/99/9999 16) LAST UPDATE BY: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
22
23
```

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Deleted: 10) REGIONAL OFFICE: XXXXXXXXXXXXXXXXXXXXXXXX

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4. Navigation

Utilize navigation as defined in the Standards document.

The cursor defaults to field: NAME.

Comment [K31]: 3/6—user id is system generated & is display only.

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5. Action Menu

a) This screen uses the standard three Action Menu commands:

- Save—return the user to the User Management Menu
- Cancel—no changes are saved to the record; the user is returned to the User Management Menu
- Quit—leaves the user in CMSUE-10; no changes have been lost

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Comment [K32]: 4/21—changed from CMSUI-10 per Traci

b) These commands are accessed by pressing the Exit key after all of the required fields have been input on a new record or after a change has been made to an existing record.

Comment [K33]: 2/17—per Tony, this is the correct terminology. Function keys differ from PC to PC plus we have some dumb terminals.

c) When initiating a new user, all required fields must be filled before accessing the Action Menu.

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d) When editing an existing record the Action Menu is accessed anywhere on the screen.

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e) These commands appear in the standard Action Menu format.

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Comment [K34]: 2/17—per Tony, this is adequate.

Deleted: will

6. Data Dictionary

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
1	NAME	35 ALPHA	Required	System Administrator when initiating new user; NEW PERSON table # 200	USER'S NAME <ul style="list-style-type: none"> format: last name, first name, middle initial free form entry do not follow the standard of creating four fields to support the name allow user to change the name a name change will prompt a question: do you want to save the previous name as an alias? --if yes, store original name in alias field --if no, do not store name in alias field 	<p>Comment [K35]: 2/29—global data dictionary updated.</p> <p>Comment [K36]: 4/25—deleted Greeting Name per Gin; she said that this field was deleted as part of the logon for the full screens.</p> <p>Comment [K37]: 3/30—field length increased to 35 per Gin</p> <p>Comment [K38]: 3/8—per Gin, we don't want to create the user names using the four field standard because of the amount of work that would be necessary to split the existing users' names.</p>
2	ALIAS	35 ALPHA	Optional	System generated	STORES USER NAME CHANGES <ul style="list-style-type: none"> entry saved if user answered 'yes' to question after changing a user's name when entering this field display all names allow user to delete alias name allow user to add an alias name to this field directly allow multiple alias names this field behaves like the Alias on Patient Registration (CMSFS-10) 	
3	TITLE	30 ALPHA	Optional	Title Table (NEW)	USER'S POSITION (TITLE) <ul style="list-style-type: none"> selection is made by entering <u>part of the value</u> or by using Help Key to display pick list allow user the ability to add a title that doesn't exist on the table (laygo table); this value will be added to the table after record has been saved 	<p>Refer to Attachment A, Tables/#1 for table structure; values need to be defined</p> <p>Comment [K39]: 3/30—field length increased to 30 per Gin</p> <p>Deleted: mnemonic characters</p>
4	USER STATUS	8 ALPHA	Display	System generated	CURRENT STATUS OF THE USER <ul style="list-style-type: none"> * valid values are: <ul style="list-style-type: none"> --A/ctive --I/nactive if a new user is being entered, will default to Active 	<p>Deleted: ¶</p> <p>Deleted: ¶</p>

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FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
					<ul style="list-style-type: none"> if deactivate flag=Y & if deactivate date=current, system will set status=Inactive after saving record if deactivate date >current date user status will remain active until future date occurs if reactivate flag=Y & if reactivate date=current date, system will set status=Active after saving record 	
5	CURRENT ACTIVATION	DATE	Display	System generated	EFFECTIVE DATE OF USER <ul style="list-style-type: none"> If a new user is being entered, date will default to current date if deactivate flag=Y & if user being reactivated, system will generate a new current activation date=reactivation date; see reactivate field store <u>original</u> effective date; this is the date the user had when initially added to system. This date will change if the user is reactivated; this date will be stored as the reactivate date. 	<p>Comment [K40]: 4/19—during phone conversation w/Gin: deleted reference to future date for reactivate.</p> <p>Comment [K41]: 4/19—during phone conversation w/Gin: she wanted to change the Effective Date field name to better reflect what the date was representing.</p>
6	SECURITY GROUP	20 ALPHA	Required	Security Table (NEW)	USER'S SECURITY <ul style="list-style-type: none"> selection is made by entering <u>part of the value</u> or by using Help Key to display pick list if the security group is changed the value found in the county/2ndary county/Regional Office should be <u>cleared</u>; not all security groups will have a value in this field Store changes for internal audit 	Refer to Attachment A Tables/#2 for table structure & values <p>Deleted: mnemonic characters</p> <p>Comment [K42]: 3/6—change requested by Gin</p> <p>Comment [K43]: NOTE: legal county=10 alpha & residence county=20 alpha in data dictionary; made field 20 to match residence. Not sure why legal is only 10?</p>
7	COUNTY	20 ALPHA	Conditional	County table #3998	COUNTY ASSIGNED TO USER <ul style="list-style-type: none"> Field is filled depending upon user's security group if security=RO, SA, PE, SW field is disabled if security=VO, IC, DC field identifies the county the user has access to if security=DC, this field will be the user's primary county; the user may also have a secondary county; see field 8. if security group=VO, DC, IC field is required field is cleared if security group changed selection is made by entering <u>part of the value</u> or by using the Help Key to display Pick list 	<p>Comment [K44]: 2/23—per LaVorra/Traci, deleted PE. 4/21—originally used the county for the VO users to define the physical location of user & not the county access; reconfirmed with Traci & she indicated that the county should indicate the user's access. VO will work the same as the IC & DC security groups.</p> <p>Deleted: mnemonic characters</p>

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
					<ul style="list-style-type: none"> store changes for internal audit 	
8	SECONDARY COUNTY	20 ALPHA	Optional	County table #3998	SHARED WORK COUNTY <ul style="list-style-type: none"> if security group=DC enable this field field is optional field is cleared if security group changed selection is made by entering part of the value or by using the Help Key to display Pick list 	Comment [K45]: 4/7—added to support dependent county need as explained during the user meeting on 4/6. 4/18—originally, I thought we should link the specific counties that shared work. Per Gin, since there will be a small amount of “shared work” & since SA will be handling this, it can be handled manually.
9	REGIONAL OFFICE	23 ALPHA	Conditional	Regional Office table #3997	REGIONAL OFFICE USER IS ASSIGNED TO <ul style="list-style-type: none"> field is filled depending upon user’s security group if security group=SA, IC, DC, VO, PE, SW field is disabled if user security=RO, access Regional Office table to identify counties user has access to if security group=RO field is required field is cleared if security group changed selection is made by entering part of the value or by using the Help Key to display Pick List store changes for internal audit 	Deleted: mnemonic characters Comment [K46]: 3/30—deleted the access code flag field per Gin; this is the Yes/No question. Comment [K47]: 3/30—structure used by System Admin; system can handle 6-20 alpha-numerics. 4/18—changed to reflect 6-20 per Gin; if I left it the way SA are using it she would need to make some major changes to login process, etc.
10	ACCESS CODE	20 AN	Conditional	User entered; CMSUE-10	ACCESS CODE <ul style="list-style-type: none"> structure: 6-20 alpha/numeric display entry store changes for internal audit 	See Section 7/ Instructions to processing the Access code
11	UNIQUE ID	4 AN	Display	System generated	IDENTIFICATION ASSIGNED TO USER <ul style="list-style-type: none"> System generated id after new user record has been saved Unique id doesn’t change Unique id is used when passing information between systems; eg, from CMS to MEDS 	Comment [K48]: 2/17—historically, this field hasn’t been displayed on screen. Tony indicated that he thinks that this can be displayed; he will check. 3/30—this field can be displayed. Comment [K49]: 3/1—added per security walk-through; it appears that user id is needed to support other applications.
12A	DEACTIVATE FLAG	1 ALPHA	Optional	User entered; CMSUE-10	USER BEING DEACTIVATED? <ul style="list-style-type: none"> field will be disabled & blank when entering new user field will be enabled & blank when editing existing user if flag=Y cursor will move to deactivate date if deactivate flag=Y, all fields will be disabled after saving with 	See Section 7/ instructions to deactivate a user

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
					exception of reactivate flag <ul style="list-style-type: none"> when deactivate flag=Y and record reopened place cursor on the reactivate flag field if deactivate date > current allow user to clear deactivate flag store for internal audit 	
12B	DEACTIVATE DATE	DATE	Conditional	User entered; CMSUE-10	DATE USER IS DEACTIVATED <ul style="list-style-type: none"> field is enabled when deactivate flag=Y when deactivate flag=Y system defaults date=current date allow user to override date field is required when deactivate flag=Y if flag=Y & date < current can't change existing date when date is changed must be => current date if date > current & deactivate flag is cleared, clear date user can enter date directly or use '=' or '+n' to define date standard format: MM/DD/YYYY store for internal audit 	Comment [K51]: 4/10—this will allow SA to stop the deactivation process before user actually deactivated; deact date will also clear; history will clear. 4/14—this is OK with LaVorra. 4/19—during phone conversation w/Gin: indicated that blank should be the value for a non-deactivated user rather than setting to N as a default. Comment [K52]: 4/19—during phone conversation w/Gin: she only wants the deact action to be saved; if other changes were made to the screen they must be saved before the deactivation or be lost. 4/25—Gin decided that to disallow changes other than the deact action will be too complicated in an already complicated process. Removed reference to preventing changes from being saved.
13A	REACTIVATE FLAG	1 ALPHA	Optional	User entered; CMSUE-10	USER BEING REACTIVATED? <ul style="list-style-type: none"> Field will be disabled & blank when entering a new user Field will be enabled & blank when deactivate flag=Y deactivate flag must=Y to set reactivate flag=Y when reactivate flag=Y all fields on screen are enabled with exception of display only fields deactivate flag & date will be cleared when reactivate flag=Y return cursor to NAME cursor will not land on reactivate date store for internal audit 	See Section 7 instructions to reactivate a user
13B	REACTIVATE DATE	DATE	Display	User entered; CMSUE-10	DATE USER IS BEING REACTIVATED <ul style="list-style-type: none"> when reactivate flag=Y system defaults date=current date field is not editable set current activation=reactivate date after saving record standard format: MM/DD/YYYY store for internal audit 	Comment [K53]: 4/19—during phone conversation w/Gin: removed user ability to set this date; date can only be set to current; future dates are not allowed.

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
14	USER STATUS HISTORY		Display	System generated	USER STATUS HISTORY <ul style="list-style-type: none"> stores the user's historical access to the system if user has never been deactivated there will be no record in this field allow a maximum of three entries to be displayed at a time in the window the window will scroll to allow multiple history records display indicator when more than 3 records exist in the history field if a user has been deactivated or reactivated, after saving the record an entry is made in the history field if a user has been deactivated and reactivated on the same day, all occurrences will be displayed with a time stamp in time sequence order 	
14A	EFF DATE	DATE	Display	System generated	EFFECTIVE DATE OF ACTION <ul style="list-style-type: none"> if deactivate flag=Y display deactivate date if reactivate flag=Y display reactivate date 	
14B	ACTION	10 AN	Display	System generated	INDICATES THE CHANGE ACTIVITY OF THE USER <ul style="list-style-type: none"> when deactivate flag=Y display word 'deactivate' when reactivate flag=Y display word 'reactivate' 	
14C	BY	35 ALPHA	Display	System generated	INDICATES WHO THE USER WAS WHO MADE THE ACTION CHANGE <ul style="list-style-type: none"> display first last name 	
14D	DATE	DATE	Display	System generated	DATE CHANGE WAS ADDED TO SYSTEM <ul style="list-style-type: none"> displayed after change is saved current date 	
14E	TIME	TIME	Display	System generated	TIME OF EACH SAVED ACTION IN USER STATUS HISTORY FIELD <ul style="list-style-type: none"> format: HH:MM time stamp will allow system to display each daily occurrence in time sequence order 	

Comment [K54]: 4/19—during phone conversation w/Gin: changed field name per Gin; this generic field name will allow us to store more user activity than simply deact & react activity. Future use.

Comment [K55]: 4/19—during phone conversation w/Gin: added field; this will allow us to capture who made the change; currently will only address actions of deact & react; however, may be additional actions defined in future.

Comment [K56]: 4/18—added per meeting w/Gin; question was asked: what happens if a user is deactivated, reactivate on the same day? Which record should system display? It was agreed that the most recent action would be displayed. Needed the time stamp to accomplish this.

USER SECURITY SPECIFICATION DOCUMENT

FIELD #	FIELD NAME	FIELD LENGTH/ TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
15	LAST UPDATE	DATE	Display	System generated	DATE THE SCREEN WAS LAST UPDATED <ul style="list-style-type: none"> displayed on the bottom of the screen; this is a standard 	
16	LAST UPDATE BY	30 ALPHA	Display	System generated	LAST USER TO SAVE SECURITY SCREEN <ul style="list-style-type: none"> displayed on the bottom of the screen; this is a standard display first name last name 	

Comment [K57]: 2/29—field size increased to match field on application status screen.

7. Special Instructions

7A. Deactivating a User:

1. When deactivate flag=blank or reactivate flag=Y
 - a) Set deactivate flag=Y
 - If reactivate flag=Y
 - Clear & disable reactivate flag
 - Clear & disable reactivate date
 - b) Move cursor to deactivate DATE field
 - System will default date=current
 - allow user to set to future date
 - c) Press the Exit key to access Action Menu
2. When deactivate flag=Y and deactivate date=current date
 - a) After saving the record:
 - disable all fields except: REACTIVATE FLAG
 - set the USER STATUS field=Inactive
 - save record to User Status History field
3. When deactivate flag=Y and deactivate date > current date
 - a) Leave USER STATUS field=Active until date
 - fields will remain enabled
 - save record to User Status History field
 - allow all changes to be saved
 - b) When date occurs:
 - Set USER STATUS field=inactive
 - Disable all fields except: REACTIVATE FLAG

Comment [K58]: 4/25—deleted reference to checking for changed data; Gin decided that to check for changed data while deactivating a user would be too involved.

Deleted: cancel function (F2)

Comment [K59]: 3/30—allow for future deactivations; the status will still be active until the future date; the history will display that the user has a future deactivate date.

7B. Reactivating a User with deactivate date = < current:

1. When deactivate flag=Y and deactivate date is =< current
 - Place cursor on field: REACTIVATE FLAG
 - Set reactivate flag=Y
 - Clear & disable deactivate flag & deactivate date
 - System will set reactivate date to current date
 - Press the Exit key to access the Action Menu
 - After saving the record:
 - copy this date into field: CURRENT ACTIVATION
 - set the STATUS field=Active
 - save record to User Status History field

Comment [K60]: 4/11—can reactivate a user with a deactivate date today or in the past. Reactivate date must be => current date.

Deleted: cancel function (F2)

7C. Reactivating a User with deactivate date > current:

1. When deactivate flag=Y and deactivate date > current
 - when opening record, cursor lands on reactivate flag
 - user sets flag=Y
 - system sets reactivate date=current
 - if reactivate date < deactivate date generate an Action Message
 - Action Message: deactivate date is in the future; do you want to cancel deactivation?
 - If yes, when record is saved, the following occurs:
 - The deactivate flag and date are cleared
 - The reactivate flag and date are cleared
 - The record of the future deactivation remains in User Status History
 - The reactivation activity is recorded in User Status History
 - All fields on the screen are enabled
 - User remains in Active status
 - If no, return the user to the reactivate flag field; there is no other action available except to leave the screen.

Comment [K61]: 4/14—there will be no record of the deactivation & no record of the reactivation; this is OK with LaVorra. 4/25—Gin recommended that we leave the history for audit purposes. Removed reference to clearing the history record.

7D. Adding or Editing Access Code

1. If Access code entered doesn't match rule
 - Display an error message: entered value must be 6-20 alphanumeric characters
 - Press enter to return to Access Code field
 - Clear value in access code field
2. If code entered is a duplicate of an existing Access Code
 - Display an error message: duplicate Access Code; enter a different value
 - Press enter to return to Access Code field
 - Clear value in access code field
3. After successful entry
 - Display Access Code

Comment [K63]: 2/23—deleted reference to verifying access code; since code will be displayed there is no reason to verify it. Currently system allows 2 attempts at verifying the code; after the 2nd attempt the system clears the first entry. 3/1—Gin confirmed that this will be acceptable.

Comment [K62]: 3/30—deleted reference to access flag; deleted per Gin

ATTACHMENTS

A. TABLES

1. Data Dictionary/Title (NEW)

1. Purpose of table is to support data consistency when inputting user title information.
2. Field currently exists but has been used to support multiple purposes.
3. Data cleansing will be necessary to make this field reliable in the user's record. MMGMT will pull the existing data from the system and place in a file where the System Administrator will be able to review and correct as necessary.
4. The System Administrators will be able to add data to this table from screen CMSUE-10, field--TITLE as necessary (laygo table).
5. Maintenance of this table will be managed by the System Administrator.

FIELD #	FIELD NAME	FIELD LENGTH /TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
1	DESCRIPTION	30 ALPHA	Required	NEW	DESCRIPTION of title/position. <ul style="list-style-type: none"> field will be used to define a user's job title or position 	

Comment [K64]: 3/30—deleted reference to code per Gin this field isn't necessary to system.

2. Data Dictionary/Security (NEW)

1. Purpose of this table is to provide a single location which identifies the security keys and security groups.
2. Maintenance of this table will be managed by the System Administrator.

FIELD #	FIELD NAME	FIELD LENGTH /TYPE	REQUIRED?	SOURCE	DESCRIPTION	SPECIAL PROCESSING
1	SECURITY GROUP	20 ALPHA	Required	NEW	<p>GROUP NAME is the security group full name</p> <ul style="list-style-type: none"> Values are: System Administrator Regional office independent county dependent county statewide view only provider enrollment programmer display security group on Add/Edit User screen (CMSUE-10) 	
2	POINTER				<p>POINTER TO AN OPTION TABLE</p> <ul style="list-style-type: none"> this option table identifies the main menu for a user of a specified security level. 	

Comment [K65]: 2/17—added per Tony; says programmers need their own security group.

Comment [K66]: 3/30—per Gin

Business Rules:

1. Each user will be assigned a security group.
2. The Default User will link to the set of keys assigned to each security group.

B. SECURITY DESCRIPTIONS BASED ON MENUS

Each security group will be defined by a set of menu options assigned by the System Administrator.

Comment [K67]: 4/21—security previously defined by security keys; during 4/18 walk through, Gin asked that security be defined by menus which is easier than dealing with the keys.

Table A contains the Core Application menus and sub menus that currently exist in CMS Net. The table identifies to which menu option each security group is assigned.

Table B contains the System Manager Menu option User Management.

The following are the names of the Primary Menus for the six security groups:

- System Administrator primary menu
- Regional Office primary menu
- Independent County primary menu
- Dependent County primary menu
- View Only primary menu
- Statewide primary menu

TABLE A, MENUS & SECURITY GROUPS FOR CORE

PRIMARY MENU	SUB MENU OPTIONS	SECURITY GROUPS
EVENT TRACKING	Application Status	SA, RO, IC, DC
	Cancel Correspondence	SA, RO, IC, DC
	Display Events	SA, RO, IC, DC, VO, SW
	Establish Medical Elig/Inelig	SA, RO, IC
	Financial/Residential Elig	SA, RO, IC, DC
	Generate Tickler List/Batch	SA, RO, IC, DC
	Insurance/Other Coverage	SA, RO, IC, DC
	Medical Report Request	SA, RO, IC, DC
	MEDS Inquiry Display	SA, RO, IC, DC
	Misc Tickler Entry/Edit	SA, RO, IC, DC
	Narrative Entry/Edit	SA, RO, IC, DC, SW
	Receive Medical Report	SA, RO, IC, DC
	Send Correspondence	SA, RO, IC, DC
	View Narrative	SA, RO, IC, DC
	Print Correspondence	SA, RO, IC, DC, VO, SW
CLAIMS/AUTHORIZATIONS	Cancel Authorizations	SA, RO, IC
	CPT Display	SA
	Deny Request	SA, RO, IC
	Display Request for Service	SA, RO, IC, DC, VO, SW
	Enter Request	SA, RO, IC, DC
	Inquiry into Tables	SA, RO, IC, DC, VO, SW

USER SECURITY SPECIFICATION DOCUMENT

PRIMARY MENU	SUB MENU OPTIONS	SECURITY GROUPS
	List Vendor	SA, RO, IC, DC
	Modify Request	SA, RO, IC, DC
	Print Authorized Requests	SA, RO, IC, DC
	Specialty List of Vendor	SA, RO, IC, DC
	Table Maintenance	SA, RO, IC, DC
	Vendor Registration	SA, RO, IC, DC
MAIL MAN	Mail Man Help	SA, RO, IC, DC, SW
	Read a Message	SA, RO, IC, DC, SW
	Send a Message	SA, RO, IC, DC, SW
REGISTRATION	Delete Transactions	SA
	Display Events	SA, RO, IC, DC, VO, SW
	Edit Duplicate/Bad Record	SA, RO, IC, DC
	Est Medical Elig/Inelig	SA, RO, IC
	Insurance Policy Display	SA, RO, IC, DC
	List Transactions	SA
	Output Daily Transactions	SA
	Patient Registration/Edit	SA, RO, IC, DC
	Pending Transfer	SA, RO, IC, DC
	Registration Display	SA, RO, IC, DC
	Tape Create	SA
	Transaction Edit	SA
	Unprocessed Tape Trans Prior Quarter	SA
SYSTEM MAINTENANCE	Free Busy Record	SA, RO, IC, DC
	Letter Control Modification	SA
	List File Attributes	SA
	Management Reports	SA, RO, IC, DC, SW
	Print File Entries	SA
	Search File Entries	SA
	Sort Template Delete	SA
	Table Maintenance	SA, RO, IC, DC
THERAPY UNIT	Word Processor	SA
	Assign Clinic Schedule	SA, RO, IC, DC
	Blank Ptr Print	SA, RO, IC, DC
	Cancel Correspondence	SA, RO, IC, DC
	Create Ptr File/Tape	SA, RO, IC, DC
	Display Events	SA, RO, IC, DC, VO, SW
	Generate Tickler List/Batch	SA, RO, IC, DC
	Medical Report Request	SA, RO, IC, DC
	Misc Tickler Edit/Entry	SA, RO, IC, DC
	Move Ptr from Transmitted Batch	SA, RO, IC, DC
	Narrative Entry/Edit	SA, RO, IC, DC, SW

Comment [K68]: 4/25—Gin suggested that the following fields be deleted from System Maintenance: list file attributes, print file entries, search file entries, sort template delete. Leaving them in the table since these fields will still exist under System Maintenance until the new menus are put into place.

PRIMARY MENU	SUB MENU OPTIONS	SECURITY GROUPS
	Patient Therapy Record	SA, RO, IC, DC
	Query MTU Reports	SA, RO, IC, DC
	Registration at MTU	SA, RO, IC, DC
	Send Correspondence	SA, RO, IC, DC
	Table Maintenance	SA, RO, IC, DC
	View Narrative	SA, RO, IC, DC, VO, SW

TABLE B, USER MANAGEMENT & SECURITY GROUPS

SUB MENU	OPTIONS	SECURITY GROUPS
USER MANAGEMENT	The following options have been combined for this project: <ul style="list-style-type: none"> • Add a New User to the System • Grant Access by Profile • Edit an Existing User • Deactivate a User • Reactivate a User • List User 	SA
	Switch Identities	SA
	Clear Electronic Signature Code	SA
	Electronic Signature Block Edit	SA
	Manager User File	SA
	Reprint Access Agreement Letter	SA

LEGEND--

- SA—System Administrator
- RO—Regional Office
- IC—Independent County
- DC—Dependent County
- VO—View Only
- SW—Statewide

APPENDIX A

User Security

Detailed Functional Requirements Listing

DRAFT

Appendix A, User Security Amendment Functional Requirements Listing

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
PROJECT DEFINITION		
	Only IT System Administrator has access to the User Identification and Add/Edit screens.	IA1
	Each user is assigned a single security group.	IA3
	Users with security groups: RO, IC, DC are assigned an affiliation: county, regional office.	IA4
	There are 8 security groups: PR, SA, RO, IC, DC, SW, VO, PE	IA5
	Additional security groups can be created	IA6
USER IDENTIFICATION SCREEN/CMSUI-10		
	The SA can lookup users by: name, county, regional office, security group, user status, user id	IIA2a
	Refer to the screen layout for look and feel of CMSUI-10: screen header, title bar, layout should match	IIA3
	Cursor movement should match the numbers on the screen layout	IIA4a
	Cursor should default to field: NAME	IIA4b
	<p>Action Menu provides the following options: search, add new user, return to menu & quit.</p> <ul style="list-style-type: none"> • Search—notifies the system that the lookup criteria has been completed & that the search should begin. • Add New User—allows the SA to add a new user; accessing this option will take the SA to CMSUE-10 • Return to Menu—returns the SA to the User Mgmt Menu without completing a lookup • Quit—returns the SA to CMSUI-10 with the previous lookup criteria still displayed. 	IIA5a
	Access the Action Menu by entering all of the required fields and pressing the exit key when entering a new user.	IIA5b
	Access the Action Menu by pressing the exit key when updating an existing user's record.	IIA5b
	These commands appear in the standard Action Menu format. Refer to the Standards document	IIA5c

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
REQUIREMENTS from DATA DICTIONARY FOR CMSUI-10		
	Pick lists allow the selection of one option from a listing of multiple choices. These choices can be accessed by inputting part of a known selection in the field and pressing enter or pressing the Help Key. Refer to the Standards for further definition on the behavior of a pick list.	
	USER STATUS: choices are from a Pick List; valid values=active, inactive; user must select one or quit the list	IIA6.2
	COUNTY: choices are from a Pick List; user must select one or quit the list.	IIA6.3
	REGIONAL OFFICE: choices are from a Pick List; user must select one or quit the list.	IIA6.4
	SECURITY GROUP: choices are from a Pick List; user must select one or quit the list.	IIA6.5
	UNIQUE ID: system generated id permanently assigned to each user; user must select one or quit the list.	IIA6.6
SPECIAL INSTRUCTIONS FOR CMSUI-10		
	<p>The screen allows the user to select one or more selection criteria: name, county, regional office, status, unique id.</p> <ul style="list-style-type: none"> • If the lookup is using unique id, the complete id must be input. • Allow input of partial or complete user name. • Allow input of a partial or complete county, regional office, status. <p>--If a partial input was made, display the pick list that matches the criteria</p> <p>--SA must make a single selection or quit the pick list</p>	IIA7a
	The lookup is submitted by pressing the Exit key and selecting "Search" from Action Menu.	IIA7b
	<p>If there is no user name match the system displays a message: user not found or selected.</p> <ul style="list-style-type: none"> • To leave the message, press enter. • SA returns to CMSUI-10 with previous lookup criteria displayed on the screen 	IIA7c

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>The Action Menu is accessed by pressing the Exit key.</p> <ul style="list-style-type: none"> The Action Menu can be accessed after a single criteria has been indicated on CMSUI-10 Action Menu options are: search, new user, return to menu, quit. Refer to Section II5 for definition of Action Menu options 	IIA7
SELECT USER PICK LIST		
	If the user is affiliated with a county, the regional office field is not displayed.	IIB2c
	If the user is affiliated with a secondary county, display the primary county only.	IIB2d
	If the user is affiliated with a regional office, the county field is not displayed.	IIB2e
	If the user has statewide access, neither the county nor the regional office field are displayed. Groups that are defined as statewide are: SW, PE, VO, SA.	IIB2f
	The Select User Pick List is sorted in last name order.	IIB2g
	An [A] appears if there is a value in the alias field; this field appears in brackets.	IIB2h
	Refer to the screen layout for look and feel of Select User Pick List; screen header, title bar, layout should match.	IIB3
	This is a display screen only.	IIB4
	If the number of users returned on lookup fit onto a single page place the cursor on Quit.	IIB4
	If the number of users exceeds a single page place the cursor on More.	IIB4
	If the number of users exceeds a single screen display quit, more, previous as appropriate on screen.	IIB4
	The SA must make a selection or quit the Select User Pick List.	IIB4
	If a selection is made, the SA enters the add/edit screen (CMSUE-10)	IIB4

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
REQUIREMENTS from DATA DICTIONARY for SELECT USER PICK LIST		
	NAME: from field 1/CMSUE-10	IIB6.1
	COUNTY: from field 8/CMSUE-10 <ul style="list-style-type: none"> if security group=IC, DC, VO in this field is displayed If security group=RO, SA, PE, SW field isn't displayed 	IIB6.2
	REGIONAL OFFICE: from field 9/CMSUE-10 <ul style="list-style-type: none"> if security group=RO this field is displayed if security group=SA, IC, DC, VO, PE, SW this field isn't displayed 	IIB6.3
	ALIAS INDICATOR: <ul style="list-style-type: none"> display an [A] if there is an alias name (from field 3/CMSUE-10) this 'A' is in brackets 	IIB6.4
	SECURITY GROUP: from field 7/CMSUE-10 <ul style="list-style-type: none"> all existing users are assigned to a security group field will be blank if user not in the system 	IIB6.5
	USER STATUS: from field 5/CMSUE-10 <ul style="list-style-type: none"> valid values: active, inactive 	IIB6.6
	EFF DATE: from field 6/CMSUE-10 <ul style="list-style-type: none"> displays the most recent Active status may be the original effective date will be reactivate date if user has been reactivated 	IIB6.7
	UNIQUE ID: from field 1a/CMSUE-10 changed field referring field #; waiting on Terry 4/20	IIB6.8

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
SPECIAL INSTRUCTIONS FOR SELECT USER PICK LIST		
	If the Select User List displays one or more users who have met the selection criteria:	
	The Pick List displays the users that match the criteria.	IIB7
	The selection is sorted in last name order	IIB7
	The Pick List displays options quit, more, previous as necessary; refer to the Standards documentation for behavior.	IIB7
	If a user is selected, access the add/edit screen (CMSUE-10)	IIB7
	If the user isn't on the list press quit to return to CMSUI-10; the previous lookup is displayed on the screen	IIB7
ADD/EDIT USER SCREEN/CMSUE-10		
	A new user is added using CMSUE-10.	IIC2a
	An existing user's record is updated using CMSUE-10.	IIC2b
	Refer to the screen layout for look and feel of CMSUE-10: screen header, title bar, layout should match	IIC3
	Cursor movement should match the numbers on the screen layout.	IIC4
	The cursor should default to field: NAME.	IIC4
	<p>The screen uses the standard action commands:</p> <ul style="list-style-type: none"> • save—saves record and returns the SA to the User Management Menu • cancel—cancels any changes without saving and returns the SA the User Management Menu • quit—cancels any changes without saving and leaves the SA in CMSUE-10 • These menu options follow the standard Action Menu format; refer to the Standards. 	IIC5

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	When adding a new patient, the Action Menu is accessed by pressing the Exit key after all required fields have been entered.	IIC5
	When editing an existing record, the Action Menu is accessed by pressing the Exit key from any point on the screen.	IIC5.
REQUIREMENTS from DATA DICTIONARY for CMSUE-10		
	Pick lists allow the selection of one option from a listing of multiple choices. These choices can be accessed by inputting part of a known selection in the field and pressing enter or pressing the Help Key. Refer to the Standards for further definition on the behavior of a pick list.	
	NAME: <ul style="list-style-type: none"> • free form text • Allow SA to change a user name • when changing name system asks if name should be saved as alias. <ul style="list-style-type: none"> --if yes—store previous name in ALIAS field --if no—do not store name 	IIC6.1
	ALIAS: <ul style="list-style-type: none"> • if name change is saved, previous name will appear as alias • user can have zero to many alias names • all alias names are displayed when entering this field • an alias name can be deleted • an alias name can be manually input 	IIC6.2

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>TITLE:</p> <ul style="list-style-type: none">choices can be made from the Pick List oruser can add values directly to this field; when the record is saved the new value is saved to the TITLE table	IIC6.3
	<p>USER STATUS:</p> <ul style="list-style-type: none">choices are from a Pick List; valid values are: Active, Inactivethe user status for a new user defaults to Activeif deactivate flag=Y and deactivate date=current, system sets status=inactive after record is savedif deactivate flag=Y and deactivate date > current, system leaves status=active until deactivate date; system then changes status=inactiveif reactivate flag=Y and reactivate date=current, system sets status=active after record is saved	IIC6.4
	<p>CURRENT ACTIVATION:</p> <ul style="list-style-type: none">when new user being entered, date defaults to currentif deactivate flag=Y and if user being reactivated, system generates a new effective date; the current activation date=reactivate date	IIC6.5
	<p>SECURITY GROUP:</p> <ul style="list-style-type: none">choices are from a Pick Listif security group is changed, values found in county/2ndary county/regional office fields are cleared	IIC6.6

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>COUNTY:</p> <ul style="list-style-type: none">• choices are from a Pick List• if security=RO, SW, SA, PE field is disabled• if security=VO, IC, DC field is enabled• if security=VO, IC, DC field is required• If security group changed, field is cleared	IIC6.7
	<p>SECONDARY COUNTY:</p> <ul style="list-style-type: none">• choices are from a Pick List• if security=DC enable this field• if security group changed, field is cleared	IIC6.8
	<p>REGIONAL OFFICE:</p> <ul style="list-style-type: none">• choices are from a Pick List• if security=SA, IC, DC, VO, PE, SW field is disabled• if security=RO field is enabled• if security=RO field is required• if security group changed, field is cleared	IIC6.9
	ACCESS CODE—refer to special handling section below.	IIC6.10
	<p>UNIQUE ID:</p> <ul style="list-style-type: none">• system assigned to new users• permanent number; unable to change	IIC6.11

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>DEACTIVATE FLAG: also refer to special handling: Deactivating a User</p> <ul style="list-style-type: none">• when entering a new user, field is disabled & blank• when editing an existing user, field is enabled & blank• if flag=Y cursor moves to deactivate date• if flag=Y all fields are disabled after saving record with exception of reactivate flag• if flag=Y place cursor on REACTIVATE FLAG field when opening screen• if deactivate date > current allow SA to clear deactivate flag	IIC6.12a
	<p>DEACTIVATE DATE:</p> <ul style="list-style-type: none">• field is enabled when deactivate flag=Y• field is required when deactivate flag=Y• when flag=Y system defaults date to current date• allow user to override date• date is changed by entering date in standard format: MM/DD/YYYY or by using '=' or '+n'• when changing, date is = > current• if date < current field is not editable• if date > current allow user to set clear deactivate flag; system will clear date	IIC6.12b

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>REACTIVATE FLAG: also refer to special handling: reactivating a user</p> <ul style="list-style-type: none">• when entering a new user field will be disabled & blank• when editing an existing user field will be enabled & blank• deactivate flag must=Y to set reactivate flag=Y• when reactivate flag=Y all fields on screen are enabled• when reactivate flag=Y system clears deactivate flag & date• when reactivate flag=Y return cursor to NAME; cursor doesn't land on reactivate date	IIC6.13a
	<p>REACTIVATE DATE:</p> <ul style="list-style-type: none">• when reactivate flag=Y system sets date=current date• standard format: MM/DD/YYYY• date is not editable• current activation=reactivate date when record is saved	IIC613b
	<p>USER STATUS HISTORY:</p> <ul style="list-style-type: none">• field is blank if no deactivation activity has been saved• if a user is deactivated and/or reactivated, the history is stored in this field• field contains a maximum of 3 entries to be displayed in the window• the window scrolls to display additional history; an indicator indicates if there is more data to be displayed• data in this field is display only• data is displayed after record is saved• if a user has been deactivated & reactivated multiple times over the same day, history displays the most recent based upon the system time stamp.	IIC14

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	EFF DATE: <ul style="list-style-type: none"> when deactivate flag=Y display deactivate date; from field 12b when reactivate flag=Y display reactivate date; from field 13b 	IIC6.14a
	ACTION: <ul style="list-style-type: none"> when deactivate flag=Y display deactivate; from field 12a when reactivate flag=Y display reactivate; from field 13a 	IIC6.14b
	BY: <ul style="list-style-type: none"> displays first last name of SA signed on & saving changes; from field 16 	IIC6.14c
	DATE: current date; system generated after record saved	IIC6.14d
	TIME: time of saved action; system generated after record saved <ul style="list-style-type: none"> if there are multiple actions in the same day only the most recent is displayed in history record 	IIC6.14e
	LAST UPDATE: <ul style="list-style-type: none"> date the screen was last update; system generated after record is saved follow Standards for placement of date 	IIC6.15
	LAST UPDATE BY: <ul style="list-style-type: none"> name of user who last updated record display first name last name follow Standards for placement of name 	IIC6.16
SPECIAL INSTRUCTIONS for CMSUE-10		

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>DEACTIVATING A USER</p> <ul style="list-style-type: none">• SA can set deactivate flag when field is blank or when reactivate flag=Y• if the deactivate flag=Y; system moves the cursor to deactivate date• system defaults the date=current date• SA allowed to change date to future• If reactivate flag=Y system clears and disables the flag and reactivate date• The Exit key accesses the Action Menu• If the save action is selected and deactivate date=current:<ul style="list-style-type: none">--USER STATUS field is set to Inactive--the change is saved to USER STATUS HISTORY field--all fields are disabled except REACTIVATE FLAG field• If the save action is selected and the deactivate date > current:<ul style="list-style-type: none">--USER STATUS field remains active until future date; when date occurs set USER STATUS to Inactive and disable all fields except: REACTIVATE FLAG--save record to User Status History field--allow changes to be made to the record	IIC7A

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>REACTIVATING A USER when deactivate date = < current</p> <ul style="list-style-type: none">• All fields are disabled with exception of REACTIVATE FLAG• Cursor lands on REACTIVATE FLAG when opening record• Set reactivate flag=Y• Clear and disable deactivate flag & date• System will set reactivate date=current• the Exit key accesses the Action Menu• if the save action is selected:<ul style="list-style-type: none">--reactivate date is copied to CURRENT ACTIVATION date field--USER STATUS field=Active--the change is saved to USER STATUS HISTORY field	IIC7B

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>REACTIVATING A USER with deactivate date > current</p> <ul style="list-style-type: none">• All fields are disabled with exception of REACTIVATE FLAG• Cursor lands on REACTIVATE FLAG• Set flag=Y• System will set date=current• System displays Action Message: deactivate date > current; do you want to cancel deactivation? <p>--If yes, when record is saved the following occurs:</p> <p> The deactivate flag & date are cleared</p> <p> The reactivate flag & date are cleared</p> <p> The User Status History will retain record of deactivation</p> <p> The User Status History will display reactivation activity showing current date as reactivation date</p> <p> USER STATUS will remain as Active (because of future deactivation date wasn't set to inactive)</p> <p>--if no, return the user to the REACTIVATE FLAG field; there is no other action available</p>	IIC7C

SRS Requirement Number	Requirements Narrative	SRS Paragraph Number
	<p>ADDING/EDITING ACCESS CODE</p> <ul style="list-style-type: none">• if Access Code doesn't match data requirement rule, display a prompt: value must be 6-20 alphanumeric characters• if enter pressed, return to Access Code field• value entered into Access Code field is cleared• display value if entry is successful <ul style="list-style-type: none">• if Access Code entered is a duplicate of an existing Access Code, display a prompt: duplicate Access Code; enter a different value• if enter pressed return to Access Code field• value entered into Access Code field is cleared• display value if entry is successful	IIC7D
SECURITY DESCRIPTIONS BASED ON MENUS		
	Refer to Table A under Attachment B for a listing of the menu options to which each security group has access.	Attachment B